



# Writing Emails Audio Course Season 1

## Episode 6: Giving Information Part 1 – Relative Clauses

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### Lesson objective

In episode six we look at relative clauses. Relative clauses can begin with which, who, that, where, whose.

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### Which

We use 'which' when we talk about things.

For example:

Did you see the dog which is in the office today?

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### Who

We use 'who' when we talk about people.

For example:

They're the people who want to buy the company.

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### That

We use 'that' instead of 'who'/'which'.

For example:

I request you send me the files that can be found on the G-Drive.

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### Where

We use 'where' when we talk about a place or places.

For example:

I can't remember where they said the meeting was going to be.



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## Whose

We use 'whose' instead of the pronouns (his/her/their).

For example:

I just had an interview with a woman whose name was Susan.

In other words: I had an interview with a woman. Her name was Susan.

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